



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

GENERAL AUDITOR III

\$4,467 - \$5,703

ENFORCEMENT BRANCH, FRAUD DIVISION RANCHO CUCAMONGA REGIONAL OFFICE

RESPONSIBILITIES: Under the functional supervision of the Staff Management Auditor, Fraud Grant Unit, and under the direct supervision of the Regional Office Administrative Supervisor or designee, the General Auditor III is responsible for auditing financial, business, employment and insurance records, and preparing detailed, complex reports and charts to support criminal investigations of insurance fraud. The incumbent may also testify in court to their audit findings. Other related duties include assisting with the writing of search warrants, participating in search warrants, handling criminal evidence, and conducting interviews. Audit responsibilities also include the development and improvement of audit methods. Occasional travel including potential overnight and out-of-state assignments is required. *Fingerprinting and background check are required.*

DESIRABLE QUALIFICATIONS:

- Experience in forensic accounting or conducting audits or reviews;
- Technical proficiency with computer applications;
- Excellent writing and verbal communication skills;
- Ability to work cooperatively with other staff in a team environment;
- Ability to effectively communicate and work with criminal investigators and other law enforcement personnel;
- Ability to collect, evaluate and analyze financial and employment data from various sources, and draw definitive conclusions;
- Ability to provide a written or verbal summary of audit findings, trends, and potential fraudulent activity;
- Ability to create professional work products utilizing computer applications such as Microsoft Word, Excel and Access;
- Ability and willingness to travel for duties related to criminal investigations and training;
- Prior experience working with law enforcement, investigations or the insurance industry is helpful

WHO MAY APPLY: Applications will be accepted from current State employees at the General Auditor III level, those within transfer range, or those with list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. Surplus candidates must attach a copy of their letter. ***All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, list eligibility or Training and Development Assignment) on the state application.***

APPLICATION PROCEDURE: Send a completed standard State of California application to Olivia Trejo, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **PLEASE INDICATE "GENERAL AUDITOR III – RANCHO CUCAMONGA REGIONAL OFFICE, # 413-586-4285-001" ON THE STATE APPLICATION.** APPLICATIONS RECEIVED WITHOUT THE ABOVE INFORMATION MAY NOT BE CONSIDERED FOR REVIEW. For additional information, please call (916) 492-3310.

FINAL FILING DATE: JULY 2, 2007, OR, UNTIL FILLED

NOTE: Applications from interested individuals must be received in Human Resources in order to be considered for this position.

6/21/07ot

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN
ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.